

REQUEST FOR PROPOSAL
NH Department of Environmental Services
January 7, 2016
PROFESSIONAL SERVICES TO OPERATE AND MAINTAIN A MOBILE WASTEWATER
PUMPOUT BOAT FOR THE NEW HAMPSHIRE COASTAL AREA

Project Title: Services for Operation of State-Owned Coastal Mobile Pumpout Operations

INTRODUCTION:

The State of New Hampshire, Department of Environmental Services (NHDES), is requesting professional captain's service proposals for work involving the operation and maintenance of the state-owned 30' all welded aluminum pumpout boat. The pumpout boat (known as the Royal Flush) is equipped with a wastewater pumping facility including a 400 gallon holding tank. The mobile pumpout service has the ability to reach and pump sewage from boats that are unable to make use of stationary pumpout facilities. NHDES receives grants under the provisions of the Clean Vessel Act (CVA), CFDA#15.616, through the US Fish and Wildlife (USFWS) Sport Fish Restoration Account to help reduce pollution from boat sewage discharges.

The mobile pumpout service began operation in 2002. This proactive program protects New Hampshire coastal waters from boat discharges. Each year the program has attracted more customers by providing affordable and convenient pumpout options. In previous years the NHDES boat has serviced all of coastal New Hampshire, however, with the creation of a separate service dedicated to Hampton Harbor in 2015 it is anticipated that the Royal Flush service will now focus on the Great Bay and Piscataqua River area. Other areas will be serviced on a pre-determined schedule, on an as-needed basis.

BACKGROUND:

As a federally designated No Discharge Area, it is illegal in New Hampshire to discharge raw or treated sewage within 3 miles of the coast, 3 miles of the Isles of Shoals, or in any tidal waters. An efficient pumpout boat program is a key element to make the No Discharge Area a success.

Proper removal of boat wastewater helps to protect the coastal and estuarine waters from additions of nutrients and pathogenic (disease-causing) organisms, and helps to maintain a healthy biological oxygen demand to these waters. The reduction of pollutants to the coastal shoreline and estuaries will:

1. protect the public beaches and the health of beach visitors from pathogenic organisms;
2. protect the shellfish industry by limiting nutrients that can cause paralytic shellfish poisoning and reducing the potential of contaminating shellfish beds with harmful pathogenic organisms; and
3. protect the coastal fisheries by lessening the demand for life-sustaining oxygen levels.

SCOPE OF SERVICES:

The work tasks to be conducted by the **Contractor** under this proposal are:

1. The contractor will oversee all pumpout boat operations.
 - a. The contractor will provide at least one licensed operator for pumpout boat. All operators of the Royal Flush must have a valid and current Commercial Vessel Operator's license or its equivalent (as determined by the New Hampshire Department of Safety). The contractor will provide proof of and maintain current license for each operator.
 - b. The boat will be staffed and available for services from May through November in reasonable weather, at reasonable times, and by appointment. Boaters may request the pumpout service through the contractor by phone or VHF radio.
 - c. The boat will be docked at a location provided by NHDES.
 - d. The pumpout boat will travel to and service vessels at coastal mooring sites, marinas, and other docking facilities in the New Castle, Portsmouth, and Great Bay area. On a limited basis, and only if needed, the pumpout boat will travel to Rye, Hampton Harbor, and other distant locations on a schedule agreed upon by NHDES and the contractor.
 - e. The contractor will transport the pumpout boat for discharge of waste to an approved onshore pumpout station or wastewater treatment facility of NHDES' choosing.
 - f. The contractor will maintain current and valid comprehensive general liability insurance throughout the entire life of the contract. The coverage limits for comprehensive general liability insurance against all claims of bodily injuries, death or property damage, are required at amounts of not less than \$1,000,000 per incident/occurrence for bodily injury or death and property damage in any one accident and not less than \$2,000,000 for general aggregate. The state may require to be listed as additional insured on the contractor's policy.
 - g. The contractor will track pumpout information including, but not limited to, the pumped boat's operator name, boat name or hull number, estimated

gallons pumped, date and time of service, and the location where the pumpout occurred. Pumpout information will then be transferred to NHDES at least once per month.

- h. No fees shall be collected for the pumpout services.
- i. The contractor will ensure compliance with the Environmental Protection Agency's Small Vessel General Permit, which includes using best management practices and conducting quarterly vessel checks. More information can be found here: <http://www2.epa.gov/national-pollutant-discharge-elimination-system-npdes/vessels-incident-discharge-permitting-1>.
- j. The contractor will abide by all applicable Federal regulations including 50CFR85 (<http://www.gpo.gov/fdsys/pkg/CFR-2001-title50-vol1/pdf/CFR-2001-title50-vol1-part85.pdf>).

2. The contractor will oversee all pumpout boat general maintenance.

- a. The contractor will be responsible for transporting the boat for maintenance and repair services as needed to an authorized service center of NHDES' choosing.
- b. The contractor will hold operational and upkeep responsibility by managing a boat/equipment safety and maintenance program. This will include keeping a regular log of operational and safety checks. All equipment onboard used to facilitate the pumping, storage, and pumpout boat discharge to an onshore facility must be maintained in such a way as to safely move sewage from a host boat, to the pumpout boat, and to an onshore facility.
- c. The contractor will prepare maintenance logbooks. The logbooks will be kept with the vessel throughout the boating season to track general maintenance and transferred to NHDES at the conclusion of each season. The logbooks will include information on the running times, amounts of gasoline added, amount of oil added, regular maintenance checks, and any damage incurred to the pumpout boat.
- d. The contractor will acquire pre-approval from the NHDES CVA program for all pumpout boat repairs.
- e. All supply purchases must be approved by the NHDES prior to purchase.
- f. Any purchase submitted for reimbursement must include receipts from the original point of purchase.
- g. The contractor will utilize the accounts arranged by NHDES at approved locations for gas, oil, and other supplies.
- h. The contractor will deliver the boat to a winter storage facility that meets the requirements set by NHDES and make necessary preparations for winterization.

3. The contractor will promote the program in conjunction with NHDES.

- a. The contractor will promote the pumpout boat program through material supplied by the NHDES CVA program that alerts boaters to the No Discharge Area regulations and encourages use of the service.
4. The contractor will provide at least 25% match towards the program.
 - a. Match may include donated supplies, services, or time as appropriate.
 - b. Match time must be documented with the same detail as staff paid time. Documentation should include staff name, date, time worked, and a description of the services provided.

The work tasks to be completed by the **NHDES** under this proposal are:

1. NHDES will reimburse for legitimate and documented costs associated with vessel operation and maintenance including personnel and routine functions as defined by the NHDES CVA program. Invoices must be submitted to the NHDES CVA coordinator for approval. NHDES reserves the right to deny any invoice that does not adhere to minimum standards as set by the CVA program or NHDES policy.
2. NHDES will reimburse for legitimate repair and replacement equipment costs up to \$10,000 per year. At the discretion of NHDES, any expense above this amount may result in shutdown of the pumpout boat operation.
3. NHDES will supply consumables such as logbooks, pumpout receipts, promotional items, and other miscellaneous gear for boating including personal protection items.
4. NHDES CVA Program will promote the pumpout boat program in conjunction with the approved contractor.

WHO CAN APPLY:

1. Private Individuals
2. Local Marine Trades Businesses
3. Municipalities
4. Non-Profit Groups

TIMEFRAME:

The chosen contractor will enter into an agreement with NHDES to operate and maintain the mobile pumpout boat for a period of two years, beginning April 1, 2016 (or the date when the contract is approved by the Governor and Council) and ending March 31, 2018. This will be a one-year contract with an option to renew for an additional year. All contract activity is contingent upon available funds.

AWARDING CRITERIA:

The NHDES CVA program staff will evaluate proposals based on the following criteria; however, we highly recommend all proposals to be fully responsive in demonstrating capabilities and strengths. Weights for each criterion are included at the end of each item description in brackets.

1. Applicants must demonstrate marine business experience and past performance measures. References of past business associates must be included. [20%]
2. Applicants must include a cost proposal. This should take into account annual increases in operating costs. [20%]
3. Applicants must indicate the means to provide at least 25 percent of the total project cost with non-federal money, volunteer time, and/or other qualifying match. Activities that are not submitted for reimbursement may be applied to this 25 percent match (e.g. time spent on outreach, winterization of the boat, boat transport, and approved supply purchases). [15%]
4. Applicants must provide a clear and concise description of how coastal mobile pumpout services will be implemented including, but not limited to:
 - a. Proposed schedule of operation.
 - b. Personnel associated with vessel operation and maintenance.
 - c. Plan for tracking services provided.[15%]

5. Applicants must include a description of public education and outreach including, but not limited to, the publicity of the service, regulation for boaters with on-board plumbing, and the effects of sewage on water quality. [15%]
6. Applicants must indicate the ability to provide a location for boat storage. In the past, winter boat storage has been provided free of charge to be used as match for the program. In addition applicants should indicate the home base from which office-related business will be conducted. [10%]
7. Overall professionalism of the proposal. [5%]

The following items must be submitted in order for the proposal to be considered for review.

- Proposal addressing each of the seven above-mentioned awarding criteria.
- Current certificate of comprehensive general liability insurance listing the following as the certificate holder:
NH Dept. of Environmental Services
29 Hazen Drive, PO Box 95
Concord, NH 03302
- Copy of good standing with the NH Secretary of State Corporation Division (if applicable). Official copy with gold seal is NOT required, a printout from the website is sufficient and can be found here:
<https://www.sos.nh.gov/corporate/soskb/CSearch.asp?dtm=597662037037037>
Please indicate clearly if this is not applicable (as in the case of a proposal submitted by an individual).
- Copy of valid Commercial Vessel Operator's license or its equivalent (as determined by the Department of Safety) for at least one operator.
- DUNS number, which can be obtained free of charge. Information can be found at <http://www.sba.gov/content/getting-d-u-n-s-number>.

Grants will be awarded to the selected contractor following the completion of all required paperwork, including a NHDES contract (an example can be found here:

<http://www.sunspot.admin.state.nh.us/StateContracting/forms.aspx>). In addition applicants must maintain good standing status with the Secretary of State (if applicable), provide a Certificate of Authority indicating that the person who signs the contract on behalf of the organization is authorized to do so, and add NHDES as an additional insured party on the liability insurance policy. Grants will be awarded only after the approval of the Governor and Executive Council. Funding will then be available as reimbursement for costs directly related to the project. There will be a maximum annual cost of operations, which will be determined by the NHDES based on the submitted cost proposal. Any

expense incurred prior to the start of the contract is not reimbursable. All funding is contingent on available federal funds.

Questions and Answers

NHDES CVA program staff are available to answer any questions or provide additional detail either by email, written letter, or facsimile (please see contact information below). All questions and answers will be emailed to any interested party. To receive these updates as they become available please send an email to CVA@des.nh.gov with the subject line "Request 2016 RFP Q&A". Questions will be accepted in writing only and may be submitted at any time until the end of business February 10, 2016.

The State of NH reserves the right to accept or reject any and all proposals.

All proposals must be postmarked, faxed, e-mailed, or directly delivered to NHDES by 3pm on February 12, 2016.

For receipt of proposal submittal, applicant should include a contact email address. If a receipt is not received, please contact NHDES CVA program staff.

Clean Vessel Act Program Contact Information:

ATTN Melanie Titus
NH Dept. of Environmental Services
29 Hazen Drive, PO Box 95
Concord, NH 03302-0095

E-mail: CVA@des.nh.gov
Fax: (603) 271-7894

More information on the Clean Vessel Act Program may be found at
<http://des.nh.gov/organization/divisions/water/wmb/cva/index.htm>